## **Procurement and Contracts**

#### **Procurement**

The Department has a responsibility to uphold Texas procurement laws and act in good faith to serve the best interest of the State of Texas. In order to fulfill this responsibility, the Department follows all laws, rules and policies governing contracts and procurement, as set forth in The State of Texas Procurement Manual (http://www.window.state.tx.us/procurement/pub/manual/).

The Department will follow best value standards for purchasing goods and services recommended in the State of Texas Contract Management Guide:

http://comptroller.texas.gov/procurement/pub/contractguide

The Department shall document the best value standard used to contract for goods or services through the competitive bid process.

The Department uses the State of Texas Contract Management Guide risk management plan to assess risks and identify contracts which may be more critical to agency functions. This guide also serves as the official handbook for the agency to follow in the purchasing and contracting process.

http://comptroller.texas.gov/procurement/pub/contractguide

The Department uses the federal E-Verify system for state contracts. U.S. Department of Homeland Security's E-Verify

http://www.dhs.gov/how-do-i/verify-employment-eligibility-e-ve
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#### How Can I Do Business with the Department?

Persons interested in doing business with the Department, or with the State of Texas may find the following links helpful:

- <u>Electronic State Business Daily (ESBD) -TFC's current</u>
   <u>bidding opportunities</u>
- State of Texas's Centralized Master Bidder's List (CMBL)
- Window on State Government HUB Program
- State Purchasing
- NIGP Commodity Book
- State Vendor Performance Tracking

The Department does not maintain its own bidders list. Interested vendors may register as a Texas vendor or apply for Historically Underutilized Business (HUB) certification with the Texas Comptroller of Public Accounts <a href="http://www.window.state.tx.us/">http://www.window.state.tx.us/</a>.

#### **HUB Certification Information**

The Historically Underutilized Business program is a priority to the Department. The Department actively encourages purchasing from, and contracting with, Historically Underutilized Businesses (HUBs) to provide goods and services to support agency's operations.

<u>Window on State Government HUB Program</u>

#### **Contracts**

The Credit Union Department is a self-directed, semiindependent state agency that complies with all State of Texas purchasing and contracting laws and rules. Under Texas Government Code Section 2261.253, the Department is required to post on its website the following information for all contracts entered into on or after September 1, 2015, for the purchase of goods or services from a private vendor:

- 1. The entire contract itself (confidential information will have to be redacted);
- 2. The statutory or other authority under which noncompetitively bid contracts are entered into; and
- 3. The request for proposals related to competitively bid contracts.

The term "contracts" includes insurance contracts and contracts where no competitive bidding is required but does not include renewals of existing contracts entered into prior to September 1, 2015, MOUs, interagency contracts, interlocal agreements and contracts without a cost.

#### Executed Contracts and Associated Solicitation Documents

VENDOR	NAME	CONTRACT	AMOUNT	CONTRACT	TYPE	DOCUMENT

# Contracts by Purchase Order and Associated Solicitation Documents

PURCHASE	ORDER #	VENDOR	NAME	AMOUNT	DESCRIPTION	DOCUMENT

Sole Source Contracts and Public Justification for Award

VENDOR NAME	PURCHASE ORDER #	AMOUNT	DESCRIPTION AND PUBLIC JUSTIFICATION FOR AWARD	DOCUMENT	

### Contracts Executed on or Before September 1, 2015

Vendor Name Contract	Number	Product/Service	
NeoPost	469-1-024	Postage Meter Lease	
Cannon	469-4-064	Copier Lease	
TIBH	469-5-002	Janitorial Services	
HSP*	469-5-003	Fire Alarm Monitoring	
HSP*	469-5-004	Security Alarm Monitoring	
The Greener Side LLC	469-5-005	Landscape Maintenance	
TIBH	469-5-006	Document Destruction	
Vintage *	469-5-009	Information Technology Services	
The Wilkins Group, Inc. *	469-1-074	Website Hosting Services	
The Wilkins Group, Inc. *	469-5-127	Website Redesign	

## \* Historically Underutilized Businesses (HUBs)

For more information regarding agency contracts and purchasing, submit inquiries to <a href="mailto:openrecords@cud.texas.gov">openrecords@cud.texas.gov</a>.